



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER, I

\$5,181 - \$6,437

**HUMAN RESOURCES MANAGEMENT DIVISION
DEPARTMENTAL SELECTIONS & RECRUITMENT UNIT
SACRAMENTO
(PENDING BUDGETS APPROVAL)**

RESPONSIBILITIES: Under the general direction of the Labor Relations Manager I, the Staff Services Manager I directs the work of staff in the Selections and Recruitment Unit. Additional responsibilities include, but are not limited to, the following: conducts special studies and completes special projects as required; handles sensitive information, and assists in resolving policy issues; interprets and applies laws, rules, and policy; negotiates, consults with and represents the Department in meetings with other agencies; investigates merit issue complaints and assists with the administration of the workforce succession planning.

DESIRABLE QUALIFICATIONS:

Extensive knowledge and experience in human resources activities including demonstrated ability to effectively supervise and motivate staff; ability to oversee the development, implementation, and administration of the Department's human resources activities; skill in analyzing the most difficult, high-level, and sensitive personnel issues; experience in developing and maintaining various programs under the HRMD; effective presentation and communication skills both verbal and written. Specific desirable qualifications include:

- Extensive knowledge and experience in the State's examination, recruitment, selection, and merit issues process
- Excellent leadership, organizational, and time management skills
- Skill in analyzing complex personnel problems
- Knowledge of SPB and CalHR laws, rules, and regulations as they pertain to human resources activities
- Knowledge of the classification and pay process
- Ability to maintain strong working relationships
- Ability to work as a team member
- Ability to exercise sound judgment and handle sensitive and confidential assignments with tact and diplomacy
- Ability to work under pressure and handle multiple assignments efficiently and in a timely manner

04/01/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- This position requires the incumbent maintain consistent and regular attendance

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and a **Statement of Qualifications (SOQ)** in order to be considered for this position. The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications relevant to this position. The SOQ serves as documentation to demonstrate the candidate's ability to present clear and concise information. This document must be no more than two pages in length.

Resumes do not take the place of the SOQ. Applicants who fail to submit the SOQ will be eliminated from the selection process.

Send your application and SOQ to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I, #413-191-4800-003" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email Malinda.Randolph@insurance.ca.gov

FINAL FILING DATE: Monday, April 13, 2015 (Close of Business – 5:00 p.m.)

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NOTE:

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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